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25X1A

DTR's Staff Meeting
Thursday, 2 September 1971
2:00 - 4:15 p.m.
Conference Room

[REDACTED]

Note: Last meeting in the Glebe Building.

DTR

Report of meeting of Office Heads of the DDS (from 9:30 - 11:30) this morning.

In response to White House action, Hdqs. [REDACTED]
Notices are being drafted to inform employees of:

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1. 5 August Executive Order on reduction of the Average Grade, CIA must cut 1/10th.
2. Executive Order 11115 on the wage freeze, and
3. 5% cut in the number of Federal employees.

The DTR must report by noon on 8 September on OTR's cuts. DD/S to Colonel White on 10 September. All DDS offices are to plan for a straight 5% cut.

There is a freeze on hiring new professionals; also on CTs. However, if a commitment has been made to a CT, processing can continue. The need for all other professionals must be proved to the Deputy Director. No suggestion as to how long the CT freeze will last. Its effect on IWA was noted by C/SIWA.

Freeze on promotions; on in-grades. Outlook is bleak. Pay raise [REDACTED] likely not to occur within the year.

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Ceiling on conversions very certain to be fixed. OMB is requiring statistics on number of contracts. Clarification on this will come; [REDACTED], and the Language School directly affected. [REDACTED]

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Letters to be sent very soon to ST careerists who are eligible to retire. DTR wants to hear from each as to their feelings -- and plans. In this search for cutting, Offices should not overlook reorganization.

New Subject: D/OCS called DTR to seek room in Headquarters building for Computer courses. C/ISS to call to resolve request. Action.

DD/S Staff Meeting (DDTR attended)

DDTR

DCI spoke to the summer employees; asked their support to CIA if inquiries are made; debunked the notion of CIA engagement in drug traffic, and activity in internal (US) security.

Flu vaccine available in October; information to be published.

DDTR briefed the staff on modifications in the CT program; Curriculum Council scheduled to brief Mr. Coffey on 10 September. (Tuesday meeting of CC for "dry-run;" Thursday with DTR.) DDTR to check into possibility of Mr. Coffey's wanting to postpone the briefing in view of the personnel actions due at that time. New schedule will effect the dry-run and briefing of Mr. Cunningham, who will be leaving the following week. Action.

EA/TR

Comment on the move including the problems and the plusses.

Student parking. Arrangements being sought to permit parking by the week for students.

C/OS

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Commented favorably on the movers transferring the OS gear.

[REDACTED] to attend a seminar the CI Staff has arranged in which those present will discuss the CI content in ops courses. Noted that the CI types in the Divisions are not included in the meeting, which is on the 8 - 9 September. (DDTR noted he would like to attend some of the sessions.) Action.

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C/CTP

Continuing to interview CT prospects; laying it on the line as to personnel situation within the Agency. (Only two certain so far.)

C/SS

Noted the meeting of the members of his Seminar who were briefed on Tuesday, 31 August. Seventeen of the 20 present. DTR opened the session. Questionnaires and other material handed out. **25X1A**

C/Plans

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Run-down on meeting with [REDACTED] of the IG's Staff. Purpose: to provide information on what OTR does for the wives of Agency employees. Included briefings given CT wives; in the BOC, the AOC -- both at the time of visits to [REDACTED] AIS "social;" the OO's, SWOOP; area kits; language training. Any report she writes will be coordinated with OTR.

Follow up: Curriculum Council to look into the current OO program.
Action.

C/LS

Reported on BAHLT and the plan for Spanish(beginning) classes to use the programmatic system.

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On 13 September, about 40 new full-time students scheduled to begin study in ten languages; and about 25 part-time students at Headquarters.

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Awaiting results of a study by FE/ [REDACTED] (per discussion with J [REDACTED] of that office) as to what requirements are needed. Indications are that there will be need for refresher training. Some conclusions from FE by October; Tom then to decide on requirements for retaining instructors [REDACTED]

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Noted NIS Day at CIA and the need for further guidance as to what is to be included in the day's program. [REDACTED] on a crash TDY to [REDACTED] for briefing of [REDACTED] DTR to meet with [REDACTED]

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officials who will be briefed by members of SIWA's staff ([REDACTED] handling).

Due note was taken by the DTR of this meeting being the last in the Glebe Conference Room.

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